



Myanmar Red Cross Society

HR-HQ VA No. 020 – Manager (Youth and Volunteer Development)



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Manager (Youth and Volunteer Development)

- No. of Post** : 1 Post
- Report to** : Deputy Director
- Department** : Organizational Development Department
- Program/Project** : Strengthening the Structures and Disaster Risk Management Capacities of MRCS
- Duty Station** : Nay Pyi Taw/Yangon
- Grade** : F-2
- Benefits** : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 17-March-2023, 16:30

Background of Department

Myanmar Parliament enacted Myanmar Red Cross Law in August 2015 and its rules in 2019 November. Since then, an **Organizational Development** process has been initiated in MRCS to adjust to the current legal base and changing working context such as further strengthening of the auxiliary role, governance, management and leadership development, decentralization, review of policies and frameworks, changes of the branch structure and adjustment of the volunteer management system and so forth. **Organizational Development** Department is taking responsibilities of the organization’s development in the areas of supporting foundation and legal base development and its implementation, branch development, volunteer and youth development, organization’s PMER, and operationalizing MRCS resilience framework.

Purpose of the Position

Manager (Youth and Volunteer Development) is to support Deputy Director to develop, coordinate, support and strengthen MRCS’s all activities related to youth and volunteer development and Legal Base issues.

This is a position to be based at the MRCS National Headquarter in Nay Pyi Taw (NHQ)/Yangon (Branch Office), however, required frequent field visits to coordinate, support and monitor the

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"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities’ members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-GRC/Manager (Youth and Volunteer Development for NayPyiTaw/Yangon/Strengthening the Structures and Disaster Risk Management

Capacities of MRCS Project/Organizational Development Department (10/3/2023)



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development activities implementing in MRCS Branches as well as organizational development activities at Headquarters. **Manager (Youth and Volunteer Development)** is to report to Deputy Director of Organizational Development Department.

Duties and Responsibilities

Youth and Volunteer Development

1. Address youth and volunteers' need through BOCA findings and dialogue whenever possible.
2. Support in developing volunteer database and volunteer management system.
3. Facilitate to combine and update the youth data for the whole National Society.
4. Facilitate the volunteer's capacity building to have fully organized and competent human resources at all levels.
5. Ensure capacity building of youth and volunteer in all MRCS projects, programs, strategies.
6. Develop strategies and guidelines to operationalize youth policy and update volunteer policy.
7. Work along with National Society counterparts and facilitate youth and volunteer capacity building activities.
8. Create strong youth network locally and strengthen international and global youth network.
9. Organize the quarterly meeting of HQ level Youth Committee meeting together with relevant department and youth leaders from State and Region.

Coordination and Cooperation

10. Promote coordination and cooperation between National Society Branches and Project and Programs especially focusing on youth and volunteer development.
11. Coordinate and cooperated with other Deputy Director and facilitate to get smooth operations in line with National Society's Strategic and annual operation plan.
12. Ensure volunteer annual insurance process with IFRC (Geneva).
13. Act as the focal point for the youth and volunteer network in South East Asia Regional and coordinate with relevant youth and volunteers from States and Regions.

Monitoring, Supervision and Reporting

14. Monitor and evaluate the effectiveness and efficiency of Youth and Volunteer Development activities and impact.
15. Monitor and follow up the planned action plan for the youth development and volunteer development.
16. Prepare and submit the quarterly work plan, log-frame, budgeting, regular monthly progress reports to Director.

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17. Prepare and propose the capacity building and development plan for the youth and volunteer, and ensure to get the technical support from the relevant departments and PNSs.
18. Ensure to facilitate to develop the relevant reports from the youths and volunteers timely.
19. Monitor and follow up the youth and volunteer development activities, plans which are integrated in different project/program and ensure to have the relevant technical reports from the field level.

Financial Management

20. Ensure to prepare the budget plan for the plan of action in coordination with PNSs and other projects/programs
21. Ensure every project expenditure is in line with all donor requirements and relevant MRCS financial regulations and procedures.

Staff Management

22. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations, role and contribution to achieve the project objectives and outputs.
23. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.

General

24. Ensure other duties assigned by Deputy Director and Director.

Skills, Competencies and Requirements

- **Must be University graduated**
- **Master in developmental studies or social sciences is preferred**
- Minimum 3 years' experience in related field
- Knowledge of organizational development concepts
- Knowledge of Project Cycle Management
- Knowledge of Financial Management and administration
- Well-developed computer skills (apply Excel, Word and Power point - English and Myanmar) and online application measures
- Strong skill in report writing with numerical recording detail and ability to meet deadlines

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- Excellent Communication Skills (verbal and non-verbal) and problem-solving skill and negotiation skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Experience on managing finances, budgets and program planning will be advantageous
- Ability to manage the under stress working condition
- Ability to very often visit to the field
- Practical approaches working with volunteers, communities, youths
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- **Red Cross Volunteers and females are encouraged to apply**

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@redcross.org.mm (or)

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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